ACQUISITION COMMAND
Army Contracting Agency – Southern Region (ACA-SR)

NTC CONTINGENCY CONTRACTING OFFICER PROGRAM

Presented By:
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## NTC, Acquisition Commander

AGENDA

- **Mission Statement**
- **Exercises (FY 04 & 05)**
- **Training Phases (3):**
  - **Pre-Deployment**
    - **Catered Meals**
    - **Funding Requirements**
  - **Deployment**
    - **CCO's role**
    - **NTC ACQ support**
    - **Type of contracts**
  - **Post Deployment**
- **Lessons Learned**
- **NTC ACQ CCO Web Page**
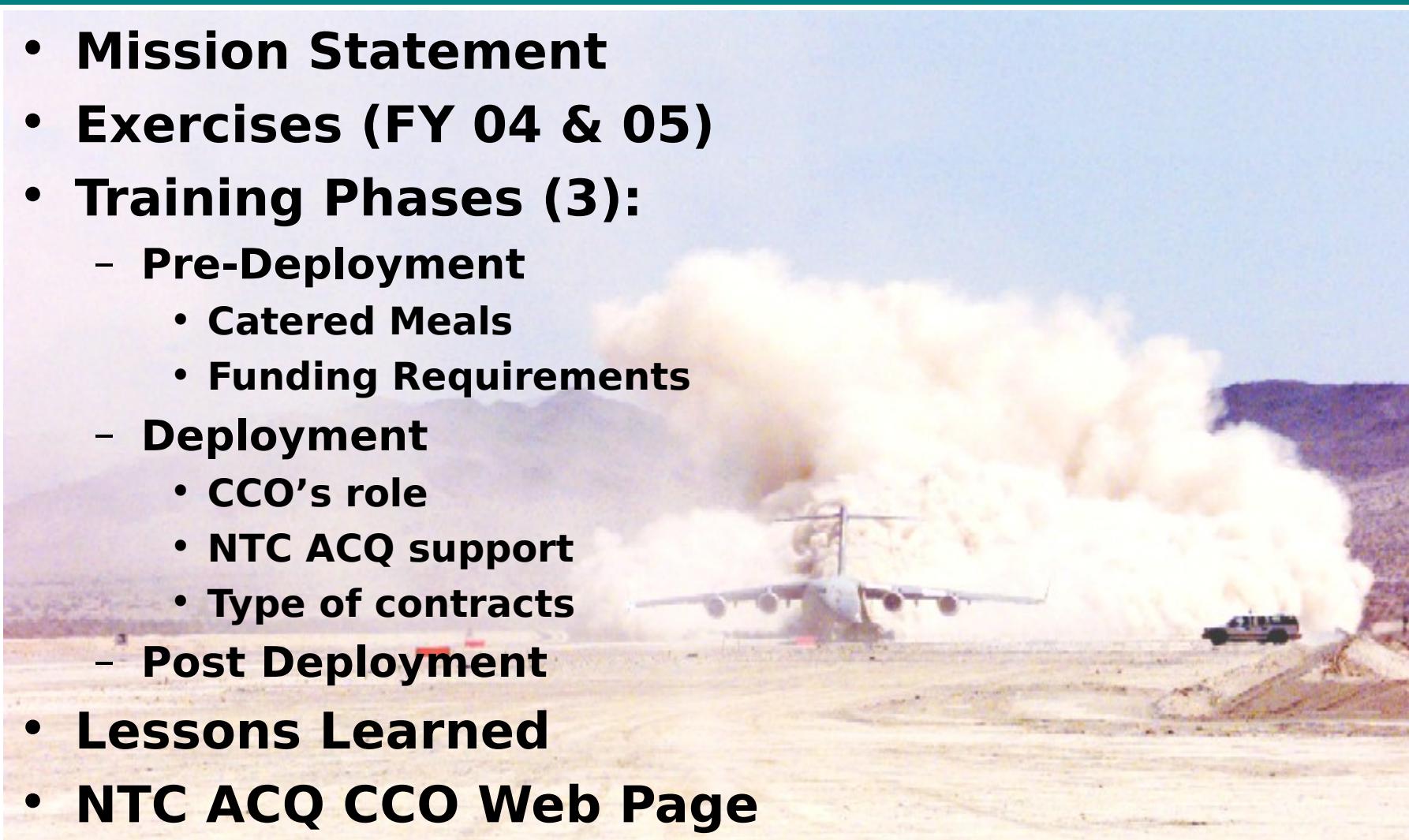
MISSION STATEMENT

Provide an on the job training environment to demonstrate realistic contingencies for the CCO while providing contracting support to the rotational units and enhance their understanding and ability to manage situations that may be encountered while providing contracting support during real world deployments.
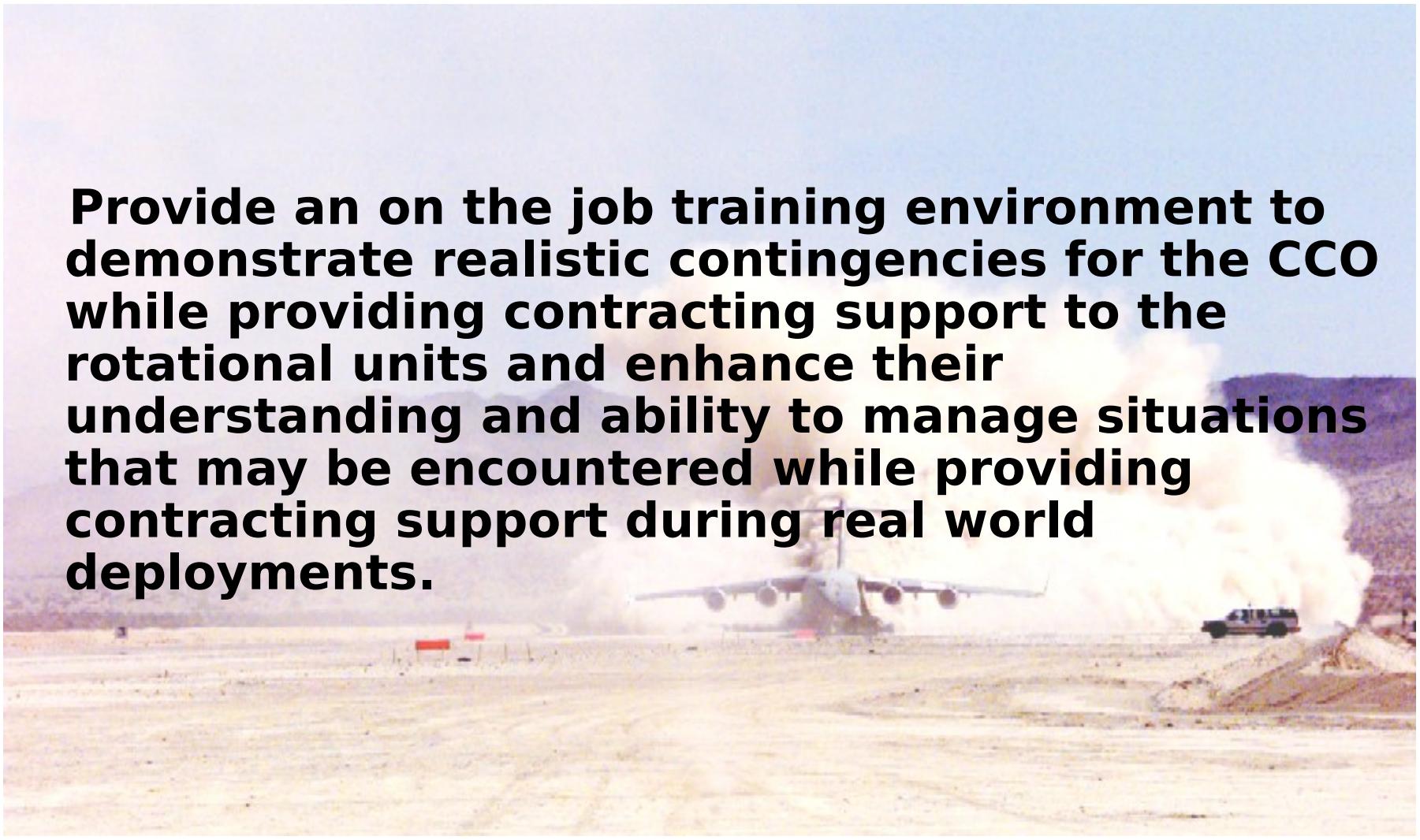
EXERCISES

- **FY 04**

  – **Ft. Lewis / 1BDE 25 ID: 29 Sep-24 Oct 03**

  – **Ft. Riley / 1BDE 1 ID: 27 Oct-26 Nov 03**

  – **Ft. Stewart / 3BDE 3 ID(M): 12 Jan – 11 Feb 04**

  – **81 SIB WAARNG: 16 Feb – 17 Mar 04**

  – **Ft. Stewart / 2BDE 3 ID (M): 19 Mar – 20 Apr 04**

  – **Ft. Stewart / 1BDE 3 ID (M): 6 May – 27 Jun 04**

  – **256 SIB / LAARNG: 25 ID: 23 Aug – 22 Sep 04**

EXERCISES

- **FY 05**
  - **278 ACR TN ARNG: 27 Sep – 24 Oct 04**
  - **Ft. Riley / 3 BDE 1 AD: 25 Oct – 21 Nov 04**
  - **155 SAB MSARNG: 22 Nov – 17 Dec 04**
  - **Ft. Carson / NG Unit: 10 Jan – 9 Feb 05**
  - **Ft. Hood / 2 BDE 4 ID: 14 Feb – 16 Mar 05**
  - **Ft. Wainwright / 172d SBCT: 14 Mar-13 Apr 05**
  - **Ft. Riley / 1 BDE 1 ID (M): 18 Apr – 18 May 05**
  - **Ft. Hood / 1 BDE 4 ID: 16 May – 15 Jun 05**
  - **48 SIB GA ARNG : 20 Jun – 16 Jul 05**
  - **Ft. Campbell / 3 & 4 UA: 1 Aug – 31 Aug 05**
  - **Ft. Richardson /1 BN 501 PIR : 29 Aug- 28 Sep 05**

PRE-DEPLOYMENT

- **Contact CCO Program Manager @ (760) 380-3853 for Advance Package**

http://irwin.army.mil/ac/cco

- **CCO NTC Regulation**
- **Lessons Learned**
- **Local Policy Letters**

- **Arrange Transportation and Lodging**
- **CCO Support Kit**
  - **Digital camera**
  - **Forms**
  - **Laptop computer, etc**

PRE-DEPLOYMENT

- **Obtain Unit Requirements 30 Days Prior to Deployment**

- **Coordinate Catered Meals**
  - **FORSCOM G4 @ (404) 464-6782**
  - **NTC Food Advisor @ (760) 380-3839**

- **Complete and Forward Network Access Request to ACQ CMD SYSTEMS ADMINISTRATOR @ (760) 380-4452**

- **Coordinate Funding to be MIPR'd to NTC**

CATERED MEALS

- **Catered meals are only authorized for the Southern California Logistics Airport (SCLA) and Yermo Railhead:**

  - **Prior to NTC Deployment CCOs, should coordinate catered meal requirements through the FORSCOM G-4,**

  - **Once approved, the requirements will be processed through the NTC Food Service Advisor,**

  - **The NTC Food Service Advisor will create a DA 3953 (Purchase Request and Commitment) for the approved number of meals.**

FUNDING REQUIREMENTS

AR-350-50-1(para.3-4)

- **Military Interdepartmental Purchase Request (MIPR) sent to NTC DRM for:**

  - **Indirect Cost - Operation and Administrative Cost; 60 Days Prior to Deployment**

  - **Direct Cost - Operation of Equipment and Transportation; 30 Days Prior to Deployment**

Deployment and Training Opportunities

- Receive Unit Requirements
- Identify Sources
- Solicit Quotes/Offers
- Evaluate Quotes/Offers
- Award Contracts via PD2
- Oversee Issue/Turn-in of Leased Equipment
- Process Claims/Damages
- Document Contractor Quality, Service and Delivery, etc.
- Review Contractor Invoices
- Ensure DD250s are Completed and Distributed

CCO ROLE

- **Serve as Rotational Unit Liaison**
- **Coordinate Funding Documents with Resource Management POC**
- **Timely Procure and Ensure Delivery of Requirements**
- **Comply with all Regulations, Guidance and Local Policies**
- **Validate and Resolve all Contractor Claims**
- **Support and Promote Small Business Goals**

ACQ CMD SUPPORT

- **Furnished Office Provided**
- **Key for Building Access Issued**
- **Automation with Microsoft Office, PD2, E-mail and Internet Capabilities**
- **Telephone and Fax**
- **Contracting Officer Support (if required)**
- **Various Training (as required)**

TYPES OF CONTRACTS

- **Portable Latrines (Requirements Contract)**
- **Diazo Machine**
- **Reefer Vans (20/40 ft)**
- **Lights Sets**
- **Cell Phones, Copiers, and Fax Machines**
- **Various Types of Rental vehicles**
- **Portable Showers**
- **Catered Meals (Coordination w/FORSCOM Required)**
- **Fest Tents**
- **Fork lifts and Cranes**

POST DEPLOYMENT

- **OUT-PROCESSING REQUIREMENTS:**
  - **Written After Action Report**
  - **CCO Performance Evaluation**
  - **CCO Clearance Sheet**
  - **Return Key**
  - **Debrief (CS, KO & ACQ Commander)**
  - **Provide forwarding Address, Telephone Number and E-mail Address**
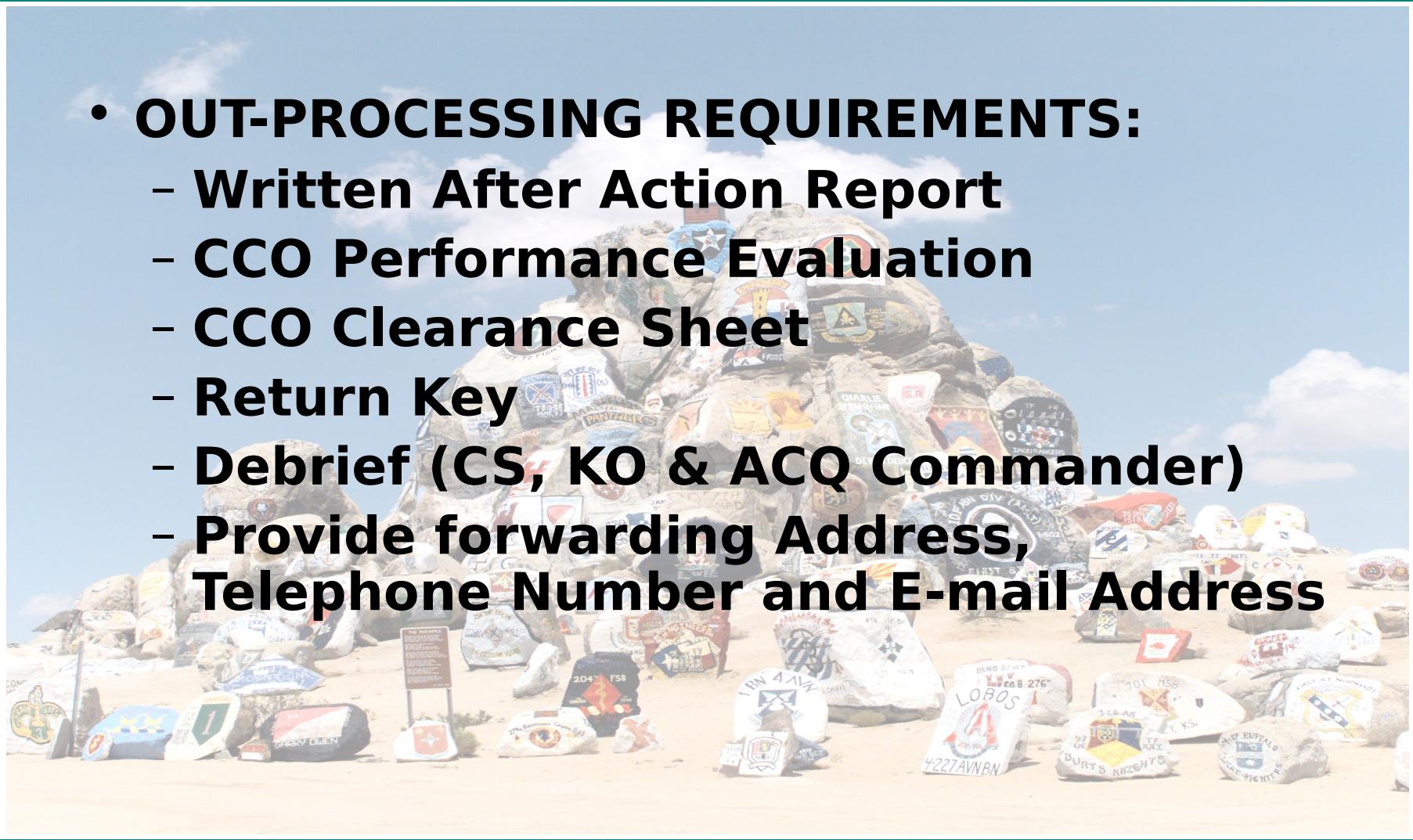
LESSONS LEARNED

- Use of a digital camera (receiving and turning-in leased equipment.)

- Ensure that end-users are properly briefed/trained by the contractor on all contracted equipment.

- Negotiating labor/service calls and having this information in the contract instead of negotiating this when settling claims.

- Ensuring cell phone provider has working tower that services the Ft. Irwin area.

- Ensure CORs are appointed and properly

CCO WEB PAGE

NTC CCO Homepage:

http://www.irwin.army.mil/ac/cco

QUESTIONS ?